

Special Interest Item  
Building Planning Staff  
10 June 1983

Integrated Logistics Support to New Building Activity

To date, the Building Planning Staff (BPS) activity has been directed to the analysis and justification of the need for a new building, formulating budget data, processing the request for approval, developing the A-E contract, and delivery of the construction documents. This brings us to a threshold where we must begin to address the services which will be required to supplement the actual construction and delivery of the building. For the first time in the history of Logistics, the majority of our metropolitan Washington customers will be located in one complex. This presents a unique and challenging opportunity to review current logistics services, analyze the impact which will result from consolidation, and institute new methods to increase the quality and efficiency of support to customers.

To accomplish this, we will develop an Integrated Logistics Plan (ILP) and an Occupancy Plan. Basically, the ILP will consist of a review of the following functions to see where change is indicated:

Motor Pool/Shuttle  
Mail & Courier  
Central Registries  
Receiving/Shipping  
Loading Dock Operations  
Building Deliveries  
Central Supply  
Bulk Storage  
Vendor Repair

Media Output Center  
Copier Management  
Classified Trash Disposal  
Unclassified Trash Disposal  
Parking  
Building Maintenance  
Space Management  
Expanded Cafeteria  
Furniture

In conjunction with this, the BPS will also begin to develop an occupancy plan which will include who moves where, when, and how. This is a large and far ranging undertaking that exceeds the manpower and knowledge of the Staff. We look forward to working with the rest of the Office to develop innovative approaches to logistic support.

Distribution:

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